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NASA Procedural Requirements

NPR 3300.1A

Effective Date: April 08, 2005

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2010**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Appointment of Personnel To/From NASA

Responsible Office: Office of Human Capital Management

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Chapter 10. Federal Equal Opportunity Recruitment Program Guidelines

10.1. References

10.1.1. 5 CFR, Part 720.

10.1.2. 5 U.S.C. Chapter 72.

10.2. Responsibility

The Assistant Administrator for the Office of Human Capital Management is responsible for developing the program and procedures for Agencywide implementation.

10.3. Introduction

Each NASA Center is required to establish a recruitment program for minorities and women in a manner that seeks to eliminate underrepresentation in the various categories of civil service employment, pursuant to regulations prescribed by OPM as required by 5 U.S.C. 7201(c).

10.4. Program Reporting

10.4.1. The Federal Equal Opportunity Recruitment Program Plan will be made a part of NASA's Affirmative Employment Plan and forwarded to the U.S. Equal Employment Opportunity Commission by the Assistant Administrator, Office of Diversity and Equal Opportunity.

10.4.2. NASA Centers must submit their recruitment plan to the Assistant Administrator for the Office of Human Capital Management for review and consolidation in the national plan no later than October 20 of each year.

10.4.3. NASA Centers must prepare an annual recruitment report for the Office of Human Capital Management to consolidate and forward to OPM. This report reflects recruitment efforts to eliminate underrepresentation in the various categories of civil service employment.

10.4.4. The Office of Human Capital Management will forward a copy of the consolidated report to the Office of Diversity and Equal Opportunity for inclusion in its annual Affirmative Employment Accomplishment Report to the Equal Employment Opportunity Commission.

10.5. Index of Representation

10.5.1. In calculating indices of representation, NASA Centers will use currently defined occupational code blocks.

10.5.1.1. All indices calculated for NASA class codes 200, 600, 700, and 900 should use national labor force data unless the local labor force data is greater.

10.5.1.2. All indices calculated for NASA class codes 100, 300, and 500 should use local civilian labor force data

unless the national data is greater. OPM has granted an exception to using national data for grades GS-4 and below.

10.5.1.3. Each NASA Center will determine which Standard Metropolitan Statistical Area (SMSA) or State data are appropriate as its local labor force data, compare it with the national data, and use the highest figure for each minority group.

10.5.1.4. OPM suggests grouping grades if there are fewer than 100 employees in a grade and the grouping does not mask underrepresentation.

10.5.1.5. A number of simplifying steps may be used by NASA Centers in calculating indices of representation; for example, DFRC and SSC may use grade groupings for all occupational code blocks. Because of the size of these Centers, there will be no need to calculate indices for individual grades.

10.5.1.6. Centers, including Headquarters, need to calculate an index for a particular code block only if the number of employees exceeds 100 (for example, LaRC calculates only for occupational codes 300, 500, 600, and 700, while Headquarters calculates for 500, 600, and 700).

10.5.2. Once the representation has been calculated for each grade and major code block, it is possible to focus on primary target areas for the recruitment program.

10.6. Reporting Requirement

The annual reporting format will be determined by OPM and the Office of Human Capital Management and forwarded to each NASA Center for completion.

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